
Deadline for submission: March 31, 2010

GUIDELINES AND APPLICATION INSTRUCTIONS

I. State Library Preservation Project Grant

The Conservation Grant Program is a state of New Hampshire funding source available to non-profit institutions to implement and to conduct preservation and conservation activities on publicly owned documents. For the purpose of this grant program, "conservation grants" are defined as funds awarded for planning and implementation of projects that cover a variety of elements involved with the preservation and conservation of materials that are significant to New Hampshire's cultural heritage and that are normally collected by libraries. Grants are awarded for activities that will enhance access to resources and safeguard rare or endangered treasures.

II. Eligibility

1. Project Eligibility Guidelines

To be considered eligible for a FY2010/2011 Moose Plate grant, projects must conserve and/or preserve publicly owned artifacts, paperbased collections, microfilm, photographs and manuscripts (hereafter referred to as **materials**) that contribute to New Hampshire's historic and cultural heritage. Applicants must clearly demonstrate the New Hampshire significance of the materials, provide proof of provenance of the materials and be able to articulate the relevance and enduring value of the materials to New Hampshire's historic and cultural heritage. Eligibility is limited to **publicly owned** materials that are:

- Original, rare and one-of-a-kind documents
- Intellectual and cultural artifacts
- Historically significant paper-based collections
- Public records retained according to the schedule established by the New Hampshire Municipal Records Board and governed by N.H. RSA 33-A

2. Applicant Eligibility Guidelines

- New Hampshire non-profit organizations managing publicly-owned resources
- New Hampshire public libraries
- Academic institutions within the University System of New Hampshire and the New Hampshire Community Technical Colleges
- New Hampshire state, county and municipal agencies

Please note:

No more than one application for a Conservation Grant may be submitted by a single organization to the New Hampshire State Library.

3. What is funded

Preservation projects must meet one or a combination of the following objectives:

- Preservation and/or conservation work on materials, including but not limited to deacidification, cleaning, encapsulation, archival framing
- Consultant services and/or assessment surveys of materials
- Microfilming, special repair or rebinding
- Archival materials to re-house materials
- "Processing" of unprocessed archives and manuscripts. "Processing" is defined by the Society of American Archivists as "The arrangement, description, and housing of archival materials for storage and use by patrons."
- Creation of finding aids for manuscript collections
- Digitization of documents and collections in order to facilitate public access. For the purposes of this grant, digitization is considered an access tool, not a preservation method.

4. What is not funded

- Acquisition/purchase of intellectual and cultural documents
- Filing cabinets, shelving, exhibit cases, storage facilities, and office furniture
- Inventory and cataloging of collections ("cataloging" here refers to creating library catalog records, such as MARC records. Access tools such as finding aids may be included as part of the Processing procedure defined above.)
- Long-term maintenance or curatorial work
- Interpretive or training programs
- Costs of fund-raising campaigns
- Costs of work performed prior to the announcement of grant award
- Restoration of historic buildings
- Cash reserves, endowments or revolving funds
- Rare book room maintenance

III. Review Criteria and Process

Preservation projects for collections will be evaluated on the significance of the content of materials to be preserved, quality of preservation needs assessment, barriers to access the existing content, accepted standards of preservation, collaborative elements proposed and long-term viability. It is important to explain why there should be access to the materials, who your targeted audience is and why the collections cannot be used now.

A panel of library professionals, archivists, historians and preservation professionals will review applications. Reviewers' evaluations are based solely on the application and documentation material provided. Final recommendations for funding are made by the State Librarian and subject to approval by the Commissioner of Cultural Resources. Applications will be evaluated and selected based on the following criteria:

IV. Historic and Cultural Significance

All applicants must clearly address how the materials in their grant proposal relate to one or more of these points.

The application must describe the significance of the materials to the state of New Hampshire. Significance is ascribed to materials that illustrate or interpret the intellectual and cultural heritage of New Hampshire, and:

- That are associated with events that have made a significant contribution to New Hampshire
- That are identified with the history and culture of New Hampshire
- That are associated importantly with the lives of persons significant in New Hampshire history or culture

2. Threat to the materials

The item(s) must be threatened, endangered or otherwise present an urgent preservation and/or conservation need. The application must describe the current condition of the materials and explain how they are threatened. The nature, the extent and the level of severity of the threat, danger or damage to the materials must be clearly and convincingly argued.

3. How project addresses the threat

The narrative must describe the proposed preservation or conservation work and the key people involved. It must explain how the work will significantly diminish or eliminate the threat, danger or damage and must demonstrate the public benefit of the project. The application must state how the preservation outcome will result in wider public access and availability to the materials.

- Microfilming projects must provide in the budget for a copy of the completed microfilm to be added to the collections of the New Hampshire State Archives and the New Hampshire State Library.
- Projects must address the threat and have a clear public benefit (for example: collections available for public viewing or scholarly research).
- Conservation and preservation treatments must be considered accepted practices within the professional preservation community.
- Projects must be feasible (i.e., able to be accomplished within the proposed activities, schedule and budget described in the application), and the applicant must demonstrate the ability to complete the project.
- Projects must assure public awareness and availability of the materials after conservation treatment.

4. If there is a digitization component to your proposal, the following questions should be addressed in the narrative:

- Explain how digitization will be beneficial in terms of preserving original materials/documents.
- Describe the method to be used to digitize materials.
- What file format will be used for the final digital product (for example, PDF's, HTML files, image files, etc.)?
- How will digital files be stored and what steps will be taken to maintain the files in the long-term?
- Will you be creating any digital access tools to make searching materials easier? For example, will you be creating a database or index of records? Will text be put through Optical Character Recognition (OCR)?
- How will you provide free public access to the digital files created in this project?

5. Project budget

The budget must be reasonable and relevant to the project.

- **All applicants must complete the budget form provided and submit written explanation of each budget line item.**
- **Applicants may request up to \$10,000**
- **Matching funds are not required for the grant**
- **The grant period is 12 months**
- **Grantees must adhere to the reporting requirements outlined in the reporting forms provided by the New Hampshire State Library**
- **Microfilming projects must provide in the budget for a copy of the completed microfilm to be added to the collections of the New Hampshire State Archives and the New Hampshire State Library.**

V. Supporting documentation to submit

1. 9 sets of 4" x 6" or larger color photographs for each of the 9 copies of the application. Label photographs with applicant name.
2. **If the applicant does not own the materials**, a letter explaining the authority under which the applicant will undertake the proposed preservation work on the materials.
3. An attestation on organizational letterhead to the evidence of provenance and public ownership of the materials by the applicant.
4. **Historical Societies** must submit a letter from their town selectmen stating that the preserved materials will remain public documents and not be sold. *In any future event of a sale, Moose Plate grant funds will have to be returned to the State of New Hampshire.*

VI. Application Procedure

A completed application consists of **1 original and 8 copies** (total of 9) must be postmarked on or before March 31, 2010. *No faxed or e-mailed applications will be accepted.*

1. Applications received after the deadline will not be accepted and will be returned to the sender.
2. Applicants must submit 1 original plus 8 copies, **EACH** consisting of:
 - **Cover Sheet** (*provided*)
 - **Narrative Sheet** (*provided*)
 - **Budget Sheet** (*provided*)
 - **Labeled photographs**
 - **Supporting documentation**
3. Handwritten applications **will not** be accepted.

Retain a copy of the application for the organization's files.

VII. Award of the grant

- The New Hampshire State Library panel of reviewers will select the applications that best serve or meet the purpose of the legislation.
- Pre-contract negotiations will resolve any difference between the project proposed in the application and the activities or budget items that the New Hampshire State Library is considering for funding.
- Pre-contract negotiations will clarify any issues raised during the review process.
- Applicants who are contacted to discuss pre-contract negotiations can assume their application is under serious consideration **but cannot assume** that their application will be funded.
- Not all applicants who are contacted during the pre-contract negotiations will receive a Conservation Grant.
- Grants will be awarded taking into account the availability of Conservation License Plate funding.
- Grantees will receive 90% of the award upon Governor and Council approval of the Grant Agreement and 10% of the award upon submission of completion reports.

VIII. Accountability

- All grant funds must be expended during the grant time period as stated in the award letter.
- Grant recipients must adhere to the reporting requirements outlined in the reporting forms as provided by the New Hampshire State Library and file reports in a timely manner.
- The New Hampshire State Library will contact the organization if grant requirements are not met. Failure to comply with requirements will result in: (1) the organization having to return the grant monies, and (2) making the organization ineligible for competitive grants from the Department of Cultural Resources for one year.
- The New Hampshire State Library shall be responsible for assessing the grantee's compliance with the Grant Agreement and for reporting project results to the New Hampshire Conservation License Plate Advisory Committee, Legislature, the Governor and the Executive Council.

IX. Contract Dates

- Conservation Grant activities will run from approximately July 1, 2010 and end June 30, 2011.
- All grant funds must be encumbered or expended during the grant contract period, which will be specified at the time of award.

Projected Grant Project Time Frame

March 31, 2010	Applications postmarked or due at the New Hampshire State Library
April / May 2010	Review of applications
June 2010	Grants awarded by State Librarian
May 1, 2011	All funds spent or encumbered by grantee
June 15, 2011	All encumbered funds spent by grantee
June 30, 2011	Final reports due at the New Hampshire State Library

- Grant activities may begin immediately upon official notification of grant award

IN SUMMARY

- Submit 1 original plus 8 complete grant application packets (total of 9) to:

Conservation Grant Program
New Hampshire State Library
20 Park Street
Concord NH 03301-6314

- Applications will be accepted that are **postmarked on or before March 31, 2010**
- Retain one copy of the application for the organization's file
- Check application for completeness before submitting

A complete application package is:

- One (1) original application which includes a Cover Sheet, Narrative, and Budget Sheet with original signatures, photographs and supporting documentation.
- **Eight (8) copies of the application, photographs and supporting documentation (total of 9)**
- **Do not put applications in binder(s).** Please use paperclips, staples or clamps.

QUESTIONS

Contact the New Hampshire State Library with any questions regarding the Conservation Grant offering by calling Janet Eklund at 271-2393 or sending an e-mail to janet.eklund@dcr.nh.gov.

OTHER CULTURAL CONSERVATION GRANT INFORMATION

All three divisions of the New Hampshire Department of Cultural Resources (DCR), which includes the New Hampshire State Library offer grants using Conservation License Plate funds. Interested applicants can obtain an electronic version of the applications instructions and guidelines from the other DCR divisions at the following web sites. Questions may be addressed to the agencies listed below. For all Moose License Plate grant programs visit: www.mooseplate.com

- **For Historic Property Projects**
New Hampshire Division of Historic Resources
<http://www.state.nh.us/nhdhr/moose.html>
Deborah Gagne
tele.: 271-3559
e-mail: deborah.gagne@dcr.nh.gov
- **For Artistic Projects**
New Hampshire Council on the Arts
<http://www.nh.gov/nharts/grants/culturalconservation.htm>
Cassandra Erickson
tele.: 271-7926
e-mail: cassandra.erickson@dcr.nh.gov